

Procurement Documentation for  
Small Purchase Comparison Shopping

DATE: \_\_\_\_\_

Food	Name of Store 1: _____	Name of Store 2: _____	Name of Store 3: _____	Reason for Selection if not lowest price
1.	\$	\$	\$	
2.	\$	\$	\$	
3.	\$	\$	\$	
4.	\$	\$	\$	
5.	\$	\$	\$	
6.	\$	\$	\$	